

PROPOSAL FORMAT

All Proposals Must Include the Following Information:

- I. Task Abstract: Contents - Synopsis of task within 12 lines, plus estimated cost of direct labor, material, overhead, G&A, fee, total.
- II. Introduction: Contents - Covering background and task justification rationale.
- III. Technical Discussion: Contents - Detail and subsections as a function of the task.
- IV. Work Statement: Contents - This statement should succinctly describe the individual tasks to be done and should be sufficiently definitive that one may read this section to understand the purpose and scope of the tasks.
- V. Deliverable Items: Contents - 1) Interim and Final reports
2) Equipment
- VI. Schedule of the project percentage of completion of performance by months and related schedule of percentage of project expenditures by month in tabular form.
- VII. Time Bar Chart
- VIII. Financial Considerations: Contents - Cost details, summary, GFE required.